Petition for a Waiver of Progression Requirements
(For students who have been required to withdraw from the University)

June 30

Please read the following carefully:

Petitions must be typewritten. **Email is accepted, or you can drop off in person.**
Be sure to keep a copy of all information mailed or delivered to the Office of the **Associate Dean (Academic)** for your own records

One week after mailing your petition, you may contact us to ensure that your petition has been received:

Email: arts@uwo.ca
Phone: 519-661-3043

To be considered for a waiver of the progression requirements based on your marks at the end of April, your complete petition must reach the Office of the Dean before **June 30**. This deadline will be strictly enforced. The Associate Dean's decision on your petition will be communicated to you in writing, typically email unless otherwise requested.

The only way to give the Office of the Dean information relevant to your request is in your written petition. The Associate Dean will not meet with students to discuss their petitions.

Submit your petition to:

Dr. Tricia Johnson
Associate Dean Academic
Counselling Office Faculty of Arts and Humanities
The University of Western Ontario

University College Rm 2230
London, ON N6A 3K7
Fax: 519-850-2376

Name_____

Student Number _____

Email Address (preferably UWO) _____

Phone Number _____

Signature _____ Date _____

Questions which must be addressed in this petition:

1) Description of circumstances:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance during the past year?
- When did the problem(s) arise? (Supporting documentation must clearly indicate when the problem arose and how long it was likely to affect your performance)

2) Description of how you dealt with the circumstances:

- At the time you were encountering these problems, what attempts did you make to contact your instructors, Academic Counsellor, the staff in Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
- Did you ask your Academic Counselling Office for any special arrangements or permissions at the time you were experiencing major problems that were affecting your academic performance?
- What steps did you take to minimize the impact on your academic work of the difficulties you were encountering?

3) Description of your academic performance during the year:

- Approximately what percentage of classes did you attend in each course?
- What assignments/tests/labs/quizzes/exams did you complete in each course?
- Please record the grades you received for each assignment, laboratory test, quiz, exam, etc in each course. If you failed to complete all the course requirements, explain and provide reasons.
- Please list the final grade earned in each course in which you were enrolled in the past academic year.

4) Description of what your future plans are in the event that you are granted a waiver:

- Why do you think you would be successful in University-level academic studies, if your petition were granted?
- What are your academic goals?
- What is your long-term degree/program objective?
- In what specific program do you wish to register for during the coming year?
- What specific courses do you wish to take during the coming year?

NOTE: for these last two items of information, do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.